

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
MAY 8, 2003**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on May 8, 2003, at 1:30 p.m. Eastern Time. Chair Dr. Paul Kimsey of the California Department of Health Services, led the meeting. The agenda for this meeting is shown in Attachment A, new action items are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C, and a list of participants is shown in Attachment D.

Ms. Autry noted that minutes of the meetings of March 31 and April 10 will be ready for Board review at the next meeting.

AGENDA

Proficiency Testing Board and Language

Ms. Autry reported that all nominees for this board have expressed interest, however their formal appointment is awaiting approvals by their respective management. Edits to the previously distributed description of the roles and responsibilities of this board were discussed; the consensus was that this specification should be inserted into Chapter One of the Standard. It was agreed that coordination with the Proficiency Testing committee is needed; Ms. Autry will check with the chair of the PT committee. It was also agreed that this change would be presented for immediate implementation at NELAC 9.

Proficiency Testing Provider Feedback

With regard to her poll of PT providers, Ms. Autry reported that she has forwarded responses to Board members for review. Extended discussion of PT provider oversight, the role of NIST, and options available to NELAC ensued. One option suggested was to communicate to OW that the NELAC Board needs a clear definition of the role of NIST in PT provider oversight by a specified date, prior to NELAC 9. Another option discussed was to alert ELAB to the concerns of the NELAC community regarding the oversight of PT providers.

Ms. Autry agreed to research the exact nature of the MOU between EPA and NIST regarding PT provider oversight as a starting point. She will also draft a "thank you" to the responders to this poll for Board review at the next meeting.

Renewal of NELAP Recognition of Existing AA's and Language needed

Ms. Autry reported that she informally polled the NELAP accrediting authorities, NELAP assessors, and other stakeholders regarding the need for emergency extension of NELAP recognitions and all agree that this is necessary to maintain the viability of the program. Discussion of extension to NELAC 10 noting issues of organizational restructuring, travel funding limitations for assessors, and related strictures.

Presentation during INELA Meeting and Follow-up meeting next week

Coordination of NELAC functions with INELA functions during NELAC 9 was discussed, with issues of reorganization and transition requiring careful attention. The possibility of a joint Board-Chairs meeting

prior to the Opening Plenary was discussed, and Ms. Autry will investigate the need and desirability of one or more such sessions.

NEXT MEETING

The next regularly scheduled meeting of this Board is May 23, 2003, at 1:00 p.m. EDT, by teleconference.

DRAFT AGENDA

May 8, 2003

1:30 - 3:30 PM EST

- Proficiency Testing Board and Language
- Proficiency Testing Provider Feedback (see previously forwarded e-mail messages)
- Re-accreditation of existing AA's and Language needed
- Presentation during INELA Meeting and Follow-up meeting next week
- Other Issues

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
MAY 8, 2003**

Item No.	Action	Status
1	Ms. Autry will check with the chair of the PT committee to coordinate specification of the PT Board.	
2	Ms. Autry agreed to research the exact nature of the MOU between EPA and NIST.	
3	Ms. Autry will draft a “thank you” to the responders to the PT provider poll for Board review at the next meeting.	
4	Ms. Autry will investigate the need and desirability of one or more joint Board-Chair sessions prior to the Opening Plenary of NELAC 9.	

**UNFINISHED ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
MAY 8, 2003**

Item No.	MEETING DATE	ACTION	STATUS
15	11/14/02	The Board (Dr. Kimsey) will draft a letter to EPA reiterating their consensus of the role of EPA in NELAC, based on discussions during NELAC 8i.	Ongoing
20	12/2/02	Silky will explore the possibility of an OEI database that could serve the function of the NELAC database.	Ongoing
11	4/25/03	Committee members should submit suggestions for members of a Proficiency Testing Board to Ms. Autry.	Complete
12	4/25/03	Ms. Autry will make edits proposed by Board members to memo to be sent to NIST/NVLAP recognized proficiency testing providers.	Ongoing
13	4/25/03	Ms. Autry will officially approach candidates for the Proficiency Testing Board	Complete

Note: items that were noted as "Complete" in previous minutes have been deleted from this list.

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS AND CHAIRS MEETING
MAY 8, 2003**

Name	Affiliation	Address
Dr. Paul Kimsey Chair	CA Department of Health Services	T: (510)307-8419 F: (510)412-5848 E: pkimsey@dhs.ca.gov
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